

# SB/DVBE Emergency Registry

## Instructional Guide for State Departments

The SB/DVBE Emergency Registry allows state departments to identify certified businesses who are ready and able to provide goods and services during an emergency. State department employees must register to gain access. Below is a step-by-step guide which will guide you through the three part process:

**Part 1 Register in DGS Shared Services Portal**

**Part 2 Request access to SB/DVBE Emergency Registry - Buyer Search Portal**

**Part 3 Access Buyer Search Portal and Search Certified Businesses**

If you have questions, email [SBDVBEEmergencyRegistry@dgs.ca.gov](mailto:SBDVBEEmergencyRegistry@dgs.ca.gov).

DGS Shared Services Portal Privacy Notice

### Welcome to the DGS Shared Services Portal

Login to Submit Requests

Log in

User name

Password

☐ Remember me

[Forgot Password?](#)

Log in

Don't have an account? [Register Here](#)

## Part 1

### Register in DGS Shared Services Portal

#### Step 1:

Go to the DGS Shared Services Portal, [click here](#)

#### Step 2:

Click **Register Here**, located under the log-in section, to create a log-in.

**DGS Shared Services Portal** Privacy Notice Log In

### Shared Service Portal Registration

\* First name

\* Last name

\* Email

\* Re-Enter Email

\* Business Phone

Extension

\* Organization Name

\* Title

**Submit**

Required information

First name	Last name	Email
Re-Enter Email	Business Phone	
Organization Name	Title	

### Step 3:

Enter the required information. Click **Submit**.

**NOTE:** Fields marked with red asterisks are required fields.

### Step 4:

Check your registered email box. You will receive two emails.

- (1) The first email will confirm that you are not a bot. Click **Verify Account**.
- (2) The second email will allow you to create your password. Click on **Set a New Password**

**NOTE:** You must click on the link within 12 hours of receipt.

Identify ✓ Verify ✓ Reset

### Reset Password

Account is not locked

\* New password  Strength

- ⊗ Minimum 8 Characters
- ⊗ Maximum 40 Characters
- ⊗ At least 1 lowercase letter(s)
- ⊗ At least 1 uppercase letter(s)
- ⊗ At least 1 digit(s)
- ⊗ At least 0 Special Character(s)

\* Retype password

☐ Show passwords

**Reset Password**

### Step 5:

Create new password.

Enter password, click **Reset Password**.

### Step 6:

Return to the [DGS Shared Services Portal](#) log-in page to proceed with registering for the SB/DVBE Emergency Registry - Buyer Search Portal.

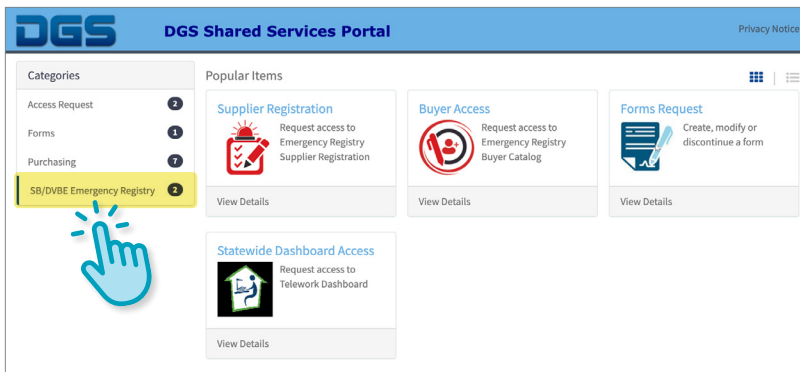


## Part 2

### Request access to SB/DVBE Emergency Registry - Buyer Search Portal

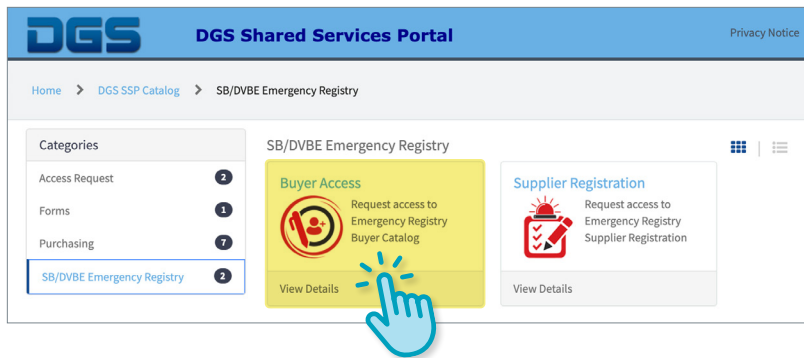
#### Step 1:

Log-in to the [DGS Shared Services Portal](#) by entering your **Username** (your e-mail) and **Password**.



#### Step 2:

Click **SB/DVBE Emergency Registry**, located to the left in the Categories section.



**Step 3:**  
Click **Buyer Access**.

The screenshot shows the 'Buyer Access' form. The title is 'Buyer Access' with the subtitle 'Request access to Emergency Registry Buyer Catalog'. A message states: 'Please submit this form for Buyer access to the SB/DVBE Emergency Registry. Pending DGS approval, you will be able to search and view SB/DVBE suppliers who are registered to provide goods/services in an emergency.' The form includes fields for: Buyer Name, Department Name, Department address (with a note 'Provide your department's address - no home addresses'), County, City, Work Email Address, Zip, Work Phone Number, Supervisor Email Address, Supervisor Phone Number, and Additional Comments. A disclaimer at the bottom states: 'Disclaimer- By submitting this information I request access to all items associated with the Emergency Registry Buyer Portal. DGS staff reserve the right to reject or approve my application.' A 'Submit' button is at the top right, with a hand icon pointing to it. A 'Required Information' list on the right side of the form includes: Buyer Name, Department Name, Department Address, Work Email Address, Work Phone Number, Supervisor Email Address, and Supervisor Phone Number. A note below the list says 'Disclaimer- By submitting this information I req'.

**Step 4:**  
Enter in the required information. By filling out this form, you are requesting access to the SB/DVBE Emergency Registry - Buyer Search Portal. Review your information. Click **Submit**.

**Step 5:**  
A pop-up message will appear, please read. Click **Okay**.

Your submission is complete, you will be directed to a dashboard where you will see your initials and an open ticket. DGS will review your information and send an email communicating whether you were approved or not.

If approved, you can access the SB/DVBE Emergency Registry - Buyer Search Portal and begin searching the pool of certified businesses who offer emergency goods and services.

If you were not approved and you feel that this was in error, please email [SBDVBEEmergencyRegistry@dgs.ca.gov](mailto:SBDVBEEmergencyRegistry@dgs.ca.gov).

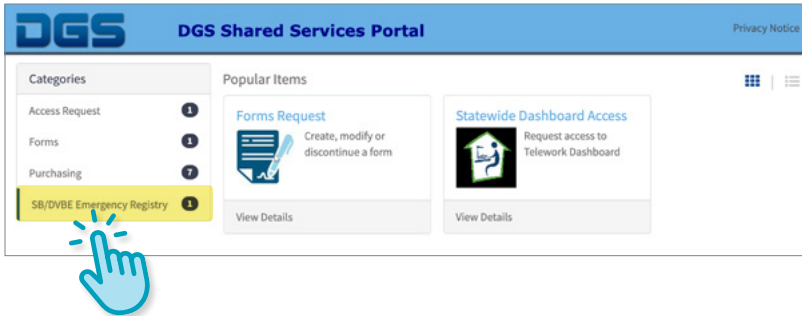
## Part 3

# Access Buyer Search Portal and Search Certified Businesses

### Step 1:

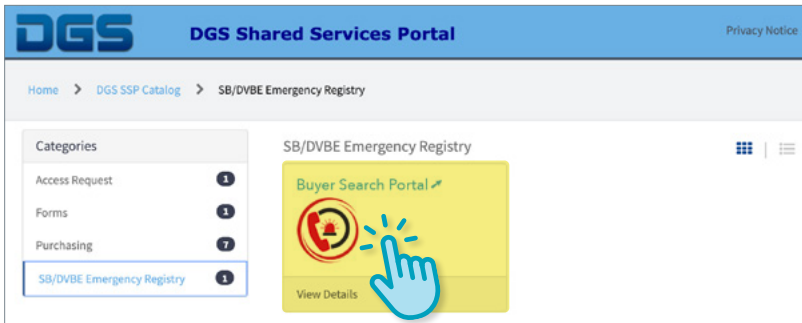
Log-in to the [DGS Shared Services Portal](#).

Click **SB/DVBE Emergency Registry** in the Categories section to the left.



### Step 2:

Click **Buyer Search Portal**.

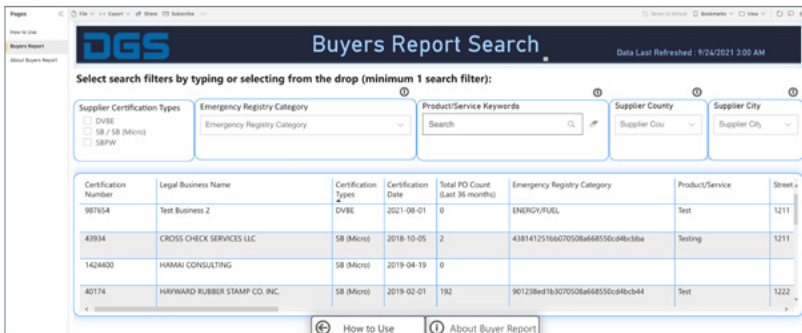


### Step 3:

Enter search criteria to locate suppliers that meet your needs.

**NOTE:** As you add specific search criteria, the system will populate the list below with certified businesses that match your search parameters.

Search criteria listed on next page.



Supplier Certification Types

☐ DVBE
 ☐ SB / SB (Micro)
 ☐ SBPW

Emergency Registry Category

Emergency Registry Category

Emergency Registry Category

BASE CAMP OPERATIONS

COMMUNICATIONS

DEBRIS REMOVAL

Product/Service Keywords

Search

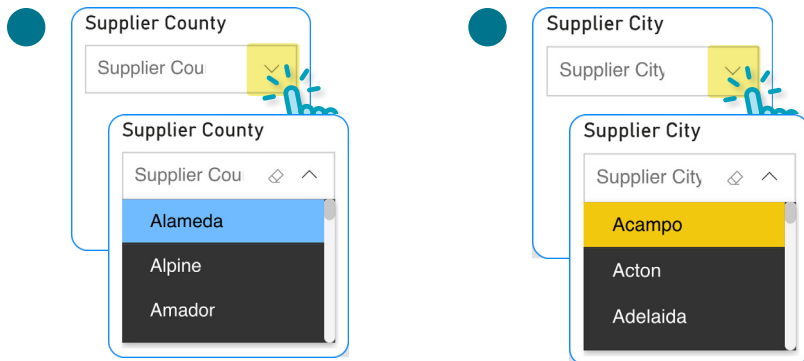
## Search Criteria:

- Supplier Certification:** Mark the box next to the certification type(s) of interest to you. You can choose more than one.
- Emergency Registry Category:** Click the drop-down menu and identify the relevant categories. You can choose more than one emergency category.

### List of Emergency Categories:

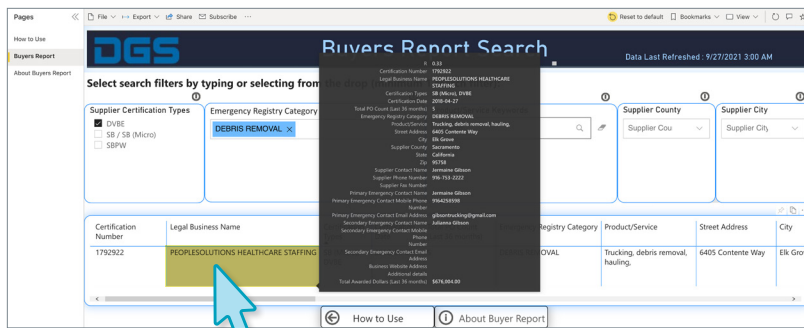
Base Camp Operations	Lighting
Communications	Logistics/Transportation
Debris Removal	Medical
Electrical	Miscellaneous Services
Energy/Fuel	Miscellaneous Supplies
Erosion Control	Personal Care Supplies
Facilities Maintenance/Repair	Portable Modular Buildings/Sanitation
Fencing	Respiratory Products
Fire Protection	Roadway Maintenance
Food & Beverage	Temporary Labor
Hazardous Materials	Traffic Control
Information Technology	Vehicle Rentals <i>(Incl. Heavy Equipment)</i>
Janitorial	Vehicle Repair
Law Enforcement/Security	

- Product/Service Keyword:** Keywords are based on the description of products and services provided by suppliers. Type in a keyword and click the magnifying glass to search. All results that contain that keyword will be shown. Type in the root or shortest version of a word to get wider search results. Click the eraser icon to clear results, then repeat the process to search a different keyword.



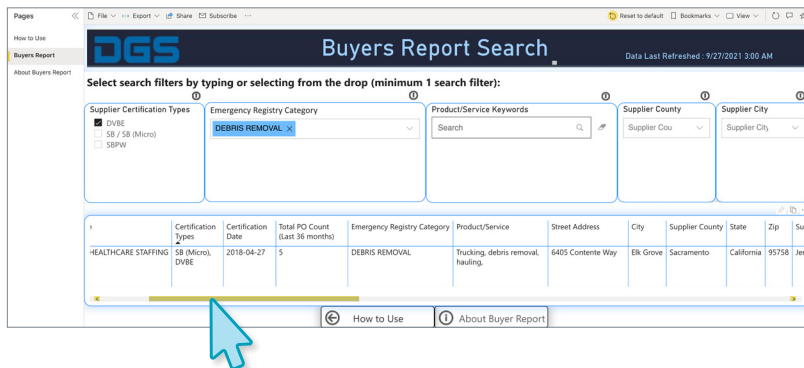
## Search Criteria - *continued*:

- 4 **Supplier County:** Click on the drop-down menu to select the county or counties that you are requesting goods and services from. You can select multiple counties.
- 5 **Supplier City:** Click on the drop-down menu to select the city or cities that you are requesting goods and services from. You can select multiple cities.



Once you have completed your search, hover the cursor over the specific company line in the list below and a pop-up window will appear with their complete profile info OR you can use the scroll bar (located at the bottom of the business list window) to access their profile data.

**NOTE:** Currently the system will not allow you to save search parameters for future use.



## Step 4:

Exporting your Search – *Coming soon!*

When on the Buyers Report Page, you can access the How to Use page by clicking on it within the Pages menu on the left of the screen, or by clicking the How to Use button at bottom of the screen.

Pages | File | Export | Share | Subscribe ...

How to Use | Buyers Report | About Buyer

# Buyers Report Search

Select search filters by typing or selecting from the drop (minimum 1 search filter):

**Supplier Certification**

☒ DVBE

☐ SB / SB (Micro)

☐ SBPW

**Emergency Registry Category**

DEBRIS REMOVAL

**Product/Service Keywords**

Search

Certification Number	Legal Business Name	Certification Types	Certification Date	Total PO Count (Last 36 months)	Emergency Registry
1792922	PEOPLESOLUTIONS HEALTHCARE STAFFING	SB (Micro), DVBE	2018-04-27	5	DEBRIS REMOVAL

How to Use | About Buyer Report

**If you have questions or require support please email**  
**[SBDVBEEmergencyReigstry@dgs.ca.gov](mailto:SBDVBEEmergencyReigstry@dgs.ca.gov).**